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ABSTRACT

GRADES OR AGES: Grade 13. SUBJECT MATTER: Typing manuscripts and reports. ORGANIZATION AND PHYSICAL APPEARANCE: The introductory material contains general instructions on spacing, margins, and paging. The main text contains 32 manuscripts which are varied according to arrangement and length. The guide is lithographed and spiral bound with a soft cover. OBJECTIVES AND ACTIVITIES: The objectives for the guide are given on page one. The activities are specified on the work sheets dividing the text. INSTRUCTIONAL MATERIALS: The various practice manuscripts are contained in the report. STUDENT ASSESSMENT: No provision is made for evaluation. (BRB)

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TYPING MANUSCRIPTS AND REPORTS

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TYPING 13

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TYPING MANUSCRIPTS AND REPORTS

TYPING 13

Nederland Public Schools

Nederland, Texas

TYPING MANUSCRIPTS AND REPORTS

OBJECTIVES:

A. Demonstrate the ability to type manuscripts.

1. Demonstrate the ability to type arranged one-page manuscripts containing 150 words or fewer.

2. Demonstrate the ability to type unarranged one-page manuscripts containing 150 words or fewer.

3. Demonstrate the ability to type arranged one-page manuscripts containing over 150 words.

4. Demonstrate the ability to type unarranged one-page manuscripts containing over 150 words.

5. Demonstrate the ability to type arranged two-page manuscripts.

6. Demonstrate the ability to type arranged three-page manuscripts.

7. Demonstrate the ability to type unarranged two and three page manuscripts.

GENERAL INSTRUCTIONS

FOR

TYPING MANUSCRIPTS AND REPORTS

A business report, a term paper, and a manuscript can all be typed using the same general rules. The following suggestions apply to all forms of typewritten papers. Read them carefully.

SPACING:

When typing a report, term paper, or manuscript, double spacing is most always used. There may be special occasions where it is permissible to use single spacing. For this unit of work, you will use double spacing for the body of each typewritten manuscript.

MARGINS:

A 1-inch margin should be left for each side margin and the top and bottom margins on all but the first page of typewritten papers. The first page should have an extra inch in the top margin. A 60-space line (12-77) will be the margins used in typing most of this unit. A few of the short stories will be typed using a 50-space line. A story containing 150 words or less will look more balanced on a sheet if you use a 50-space line (17-72). You can type reports containing over 150 words using a 60-space line (12-77), and have an attractive and well balanced paper when finished.

The top margin on all of the first pages should be two inches (12 spaces). The heading is centered on the first page 13-spaces from the top (first line below the 2-inch margin), and is generally typed

in ALL CAPITALS. The heading is followed by a triple (3) space. The top margins on the second and following pages should be 1-inch (6 spaces). Pay special attention to the bottom margins on all pages. They should be not less than one inch.

PAGING:

The first page is not numbered. Arabic (1, 2, etc.) numbers are used for the second and following pates. The page numbers may be typed at the bottom or at the top of the page.

If you should be typing a report to be bound at the top, you would center the page numbers one-half inch from the bottom of each page. Still you would not page the first sheet. You may type a hyphen before and after a number placed at the bottom of the page (-2-).

For this unit you will be typing the numbers at the top of the second and following pages 7 spaces down from the top (first line below the margin), beginning at the tab stop 72. (use no hyphens) If you will look carefully at these general instructions, you will see that they are typed in manuscript form.

Number any introductory material, such as a foreword or table of contents, with small Roman numerals (i ii iii etc.). These are centered one-half inch from the bottom. The title page has no number.

Number any material following the report, such as tables, charts, or index, consecutively with the main body of the report.

MISCELLANEOUS:

One side only of the paper should be used. The typing should be dark and even. All papers should be kept clean and free of wrinkles.

Words which are to be italicized in print and the titles of books and periodicals should be underscored. Titles of chapters and articles should be enclosed in quotation marks.

If it can be avoided, a page should not be ended with a hyphenated word, or ended or begun with only one line of a paragraph. The additional line should be added to the first or the second page, even at the sacrifice of the bottom margin width.

A 5-space paragraph indention is most always used. In legal cases it is permissible to use 10-space indentions. For this unit (unless otherwise instructed) use the 5-space paragraph indentions.

ONE PAGE STORY

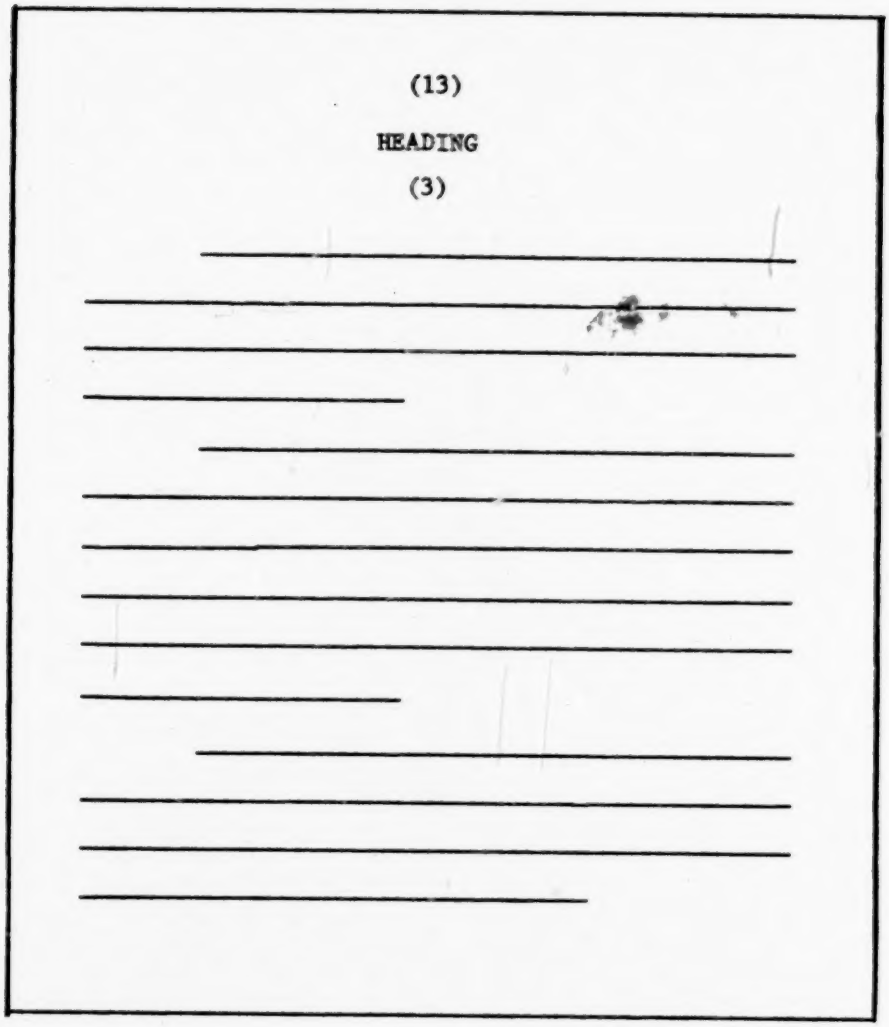

ILLUSTRATION 1

WORK SHEET 1

1. Type the arranged one-page manuscript on page 6, THE SWALLOW'S ADVICE. This manuscript is typed in correct form. You are to type it as shown using the following instructions:

   a. Use a 50-space line (17-72)
   b. Leave a two-inch top margin (13 single spaces down from top of sheet)
   c. Center the heading in all capitals
   d. Space down three single spaces below the heading
   e. Type the body of the manuscript using double spacing with a 5-space paragraph indentions.

   Proofread your typed copy. If you made more than three errors, retype the page trying to have fewer errors. If you made three errors or fewer, go on to part 2.

2. Type the unarranged manuscript #1, THE PLEASURE OF WORK, page 7 in correct form. You may refer back to the instructions for typing one-page manuscripts in part 1.

   Proofread the manuscript you have just typed. If you made more than 3 errors, retype the page trying to have fewer errors. If you made 3 errors or fewer, type the following unarranged manuscripts in correct form with 3 or fewer errors per page:

   #2, BUSINESSMEN'S LIKES, page 7
   #3, THE FARMER AND THE STORK, page 8
   #4, TIPS FOR THE BEGINNING SECRETARY, page 8
   #5, THE WOLF IN SHEEP'S CLOTHING, page 9

   Proofread the manuscripts. If there are more than 3 errors per page, retype those containing more than 3. If you made 3 errors or fewer, you are now ready to turn in the typed manuscripts for WORK SHEET 1 to your teacher for evaluation.

NOW, GO ON TO WORK SHEET 2

THE SWALLOW'S ADVICE

A farmer was sowing his field with hemp seeds while a swallow and some other birds were quietly watching him.

"Beware of that man," said the swallow. "He is sowing hemp seeds. Be sure you pick up all the seeds that he drops."

The birds paid no heed to the swallow's caution. Before long, the spring rains came and the hemp grew up. Finally, strong cords was made from it. In the end, all the birds were caught in the cord nets made from the very hemp that was grown from the seeds that they had failed to pick up.

The moral to this tale is: If the seed of evil is not destroyed, it will grow up to destroy us.

ILLUSTRATION 2

ARRANGED MANUSCRIPT

Under 150 words

(17-72 Margins)

UNARRANGED MANUSCRIPTS
(One-Page - Under 150 Words)

#1 THE PLEASURE OF WORK (104 words)

I know a young man who married a woman with lots of money. He tells me he does not know how to keep busy. Every day he goes to the movies. He is so bored with life that he can not wait for each day to end.

The person who has to work can thank his lucky stars that he has something to live for. When a man has all the money he needs and loafs the days away, he is not happy. True happiness comes from creating something, from going out to meet the day with its new challenges, its new trials, its new problems.

To be happy, keep busy.

#2 BUSINESSMEN'S LIKES (133 words)

In a recent survey, 500 businessmen in Chicago were asked to tell what factors they especially liked in their secretaries. The answers may actually surprise you. Here are the top ten replies:

1. She doesn't bring her private life into the office.
2. She is neat. I am not ashamed of her when I have important visitors.
3. She is at her desk at nine o'clock every morning.
4. She is always anxious to help.
5. She saves company money as she would save her own.
6. She is smart and makes few mistakes.
7. All my clients think highly of her.
8. She is reliable and always tells the truth.
9. She is extremely quick to take suggestions.
10. She can find any papers I need in a moment or two.

#3 THE FARMER AND THE STORK (135 words)

An old farmer who was tired of having his corn stolen by the cranes set a special net in his fields. When he looked at the net the next evening, he saw that he had captured about half a dozen birds; and among them was a young stork.

"Please, Mr. Farmer," begged the scared stork, "do not kill me. I am not like the greedy cranes who eat all your corn. I am actually a good and pious bird. I take care of my old mother and father."

The old farmer stopped him quickly. "All that you say may be true. Yet, I caught you among the cranes who were destroying my crops. I am very much afraid that you will have to suffer the same fate as the birds in whose company you were captured."

The moral to this tale is: You are judged by the company you keep.

#4 TIPS FOR THE BEGINNING SECRETARY (138 words)

No man hires a secretary who can get along without one. He hires a secretary because he hopes that with the secretary's help he will be able to get out more and better work. If you wish to help him do this, you must learn your job quickly and reach the point were you can work alone, with only occasional help from him.

If the letters you write are not acceptable -- if your spelling is bad, if your typing is poor -- you are of little help.

The person who holds his job and gets ahead is the one who helps his boss carry his business load. He not only knows how to work when the boss is in the office but is able to look after the boss's business affairs whenever he is on a business trip.

A secretary who can do this is worth his weight in gold.

#5 THE WOLF IN SHEEP'S CLOTHING (147 words)

A very hungry wolf had been lurking near a flock of sheep for some days, but the old shepherd guarded his sheep so well that the wolf was becoming very desperate.

Then, quite by chance, the wolf came across a sheepskin that had been thrown away. Quickly he slipped it over his own hide and made his way among the grazing sheep. Even the old shepherd was deceived by the disguise; and, when night came, the wolf was shut up in the field where the sheep were enclosed for the night.

That evening, though, the old shepherd decided to kill a sheep for his supper. He returned to the fold, reached in among the sheep, and seized a fat-looking animal. As you must have guessed, that animal was the very hungry wolf in sheep's clothing. Mistaking the wolf for a sheep, the old shepherd killed him on the spot.

The moral of this tale is: Appearances are often deceiving.

WORK SHEET 2

3. Type ILLUSTRATION 3, page 10 as shown using the following instruction:

   a. Use a 60-space line (12-77)
   b. Leave a 2-inch top margin (13 single spaces down from the top of page)
   c. Center the heading, WATCH YOUR SPEECH, in all Capitals.
   d. Space down 3 single spaces below the heading.
   e. Type the body of the manuscript using double spacing with 5-space paragraph indentions.

   Proofread the manuscript you have just typed. If there are more than 4 errors, retype the manuscript trying to have fewer errors. If you made 4 errors of fewer, go on to part 4.

4. Type the following unarranged manuscripts in correct form with 4 or fewer errors per page.

   #6, INITIATIVE, page 11
   #7, GETTING THINGS DONE, page 11

   Proofread the two manuscripts. If you made more than four errors per page, retype those pages containing more than four errors. If you made 4 errors or fewer, you are now ready to turn in the typed manuscripts for WORK SHEET 2 to your teacher for evaluation.

NOW, GO ON TO WORK SHEET #3

WATCH YOUR SPEECH

In your relationship with people, both in social life and in business, nothing is of greater importance than the ability to speak well. Here are a few helpful suggestions that will help you develop that ability.

1. Speak clearly and in a natural tone of voice.
2. Express your thoughts with clarity by choosing your words carefully.
3. Look straight at the person to whom you are speaking.
4. Let your eyes rather than your lips express your laughter when you are speaking; laughter should not interfere with the clearness of your words.
5. Let your voice and manner of speaking be a reflection of your personality.

People often judge you by the way you talk. If you express your thoughts poorly, people will feel that you do not think clearly.

If you will look at the men who are the leaders in business, you will find that they possess the ability to speak well.

If you want to succeed in life, you, too, will give careful thought to your manner of speaking.

ILLUSTRATION 3

(Over 150 Words)

(12-77 Margin)

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UNARRANGED MANUSCRIPTS
(One-Page - Over 150 Words)

#6 INITIATIVE (206 words)

The world reserves its best rewards, both in money and in honors, for but one thing, and that is initiative. What is initiative? I will tell you. It is doing the right thing without being told. Next to doing the thing without being told, however, is to do it when you have been told once. Those who do things without being told or when they have been told once get high honors and good pay.

Next, there are those who never do a thing until they have been told twice. Such persons get no honors and small pay. Then there are those who do the right thing only when necessity kicks them from behind, and these get indifference instead of honors and a pittance for pay. This kind spends most of its time telling a hard-luck story explaining why it has not been able to get ahead.

Then lower down the scale than this we have the fellow who will not do the right thing even when someone goes along to show him and stays to see that he does it. He is always out of a job and receives the contempt he deserves--unless he happens to have a rich father, in which case Destiny patiently waits around the corner for him with a big club.

To which class do you want to belong?

#7 GETTING THINGS DONE (208 Words)

Thomas Edison once was asked how he managed to get through so much work in a day. He replied: "By never doing anything twice. I never anticipate my work and never worry about it. When the time comes to do a thing, I do it--and that's the end of it."

The fussy man is the chap who tries to do everything at once. He starts on this and starts on that, but he finishes nothing. He picks up a letter to answer it and lays it down to pick up another letter and fuss with that. He puts the hard work at the bottom of the pile. He leaves a hard job on the desk day after day until it absolutely has to be done, and then he rushes it out in such a hurry that it is seldom done right. This man goes home in the evening with frayed nerves. In imagination he drags his desk and papers home with him and worries about them there.

A big thing in life is never done by a fussy man. When one is worrying about half a dozen tasks that must be done in the future, one fails to do the present task as it should be done. One task at a time, finished and started on the way before tackling the next task, is a rule that makes for poise and power.

WORK SHEET 3

5. Type the arranged 2-page manuscript, pages 12 & 13 as shown, using the following instructions:

   a. Use a 60-space line (12-77).
   b. Leave a 2-inch top margin (13 single spaces down from the top of page).
   c. Center the heading, BUILDING GOOD WILL, in all Capitals.
   d. Space down 3 single spaces below the heading.
   e. Type the body of the manuscript using double spacing with 5-space paragraph indentions.
   f. When you have typed down the page until you are about 1-inch (6 single spaces) from the bottom of the sheet, stop and begin the second page.
   g. Use the following instructions for typing the second page.
      (1) Space down 7 single spaces from the top of the page and type the page number, 2, on the tab stop 72.
      (2) Space down 3 single spaces below the page number.
      (3) Continue typing the manuscript where you left off on the preceeding page.

   Proofread the manuscript you have just typed. If there are more than 4 errors on page one, retype page 1. If there are more than 3 errors on page, retype page 2.

   If you have made 4 errors of fewer on page 1 and 3 errors or fewer on page 2, go on to part 6.

6. Type the arranged 3-page manuscript, pages 14, 15, & 16 as shown. Use the following instructions.

   a. Margins: 12-77
   b. Top Margin: 2 inches on first page, 1 inch on second & third page.
   c. Heading: Centered
   d. Spaces between heading and body: 3
   e. Body of Manuscript: Double spaced
   f. Paragraph Indentions: 5 spaces
   g. Bottom Margins: 1 inch on pages one and two
   h. Number pages 2 and 3 three spaces down from the last typed line at the bottom of the page on the tab stop 42. (Remember that page 1 on any manuscript is not numbered).

   Proofread the manuscript. Retype those pages containing more than 5 errors each, striving for better accuracy. If the manuscript contains 5 errors or fewer per page, turn in the manuscripts typed for WORK SHEET 3 to your teacher for evaluation.

NOW, GO ON TO WORK SHEET 4

BUILDING GOOD WILL

Recently, the president of a large organization made this remark about one of his junior executives. "That young man is going places. He is one in a thousand! He will be a success because he is making a serious effort to build up his personal good will."

The president then put into two sentences the formula by which business firms may increase their good will. "First, find out what people like about you and do more of it. Secondly, find out what people do not like about you and do less of it." Individuals can use the same formula in building personal good will.

Your good will is the sum total of all the good thoughts and favorable attitudes that people have toward you. Every word or act of yours builds or destroys good will. Most of our great business firms started as small enterprises, but they grew great by multiplying their friendships and by expanding their good will. We can all live happier lives by multiplying our friendships and by expanding our personal good will.

Here, in brief, are four principles that you should follow to increase your personal good will:

1. Be a person of character. As you know, people pay little attention to a man who does not have a reputation for honesty. The words of the honest man who has proved he can be trusted carry sincerity, weight, and power.

2. Rise above retaliation. A person does not make friends by going around with a chip on his shoulder. When we want to build good will, we must stop creating ill will. We must strive to be know as people who are too big to be petty.

3. Maintain friendships. Personal good will depends not only on making new friends but also on holding old friends.

4. Make a name for yourself. Your deeds speak for you. Set a record for excelling and for doing your tasks exceedingly well. Strive to make your name well known for leadership in your profession or industry.

In the final analysis, it all comes down to this: If we want the personal good will of others, we must earn it. Our personal good will is a reflection of what we are.

JOAN OF ARC

If you have not already heard the story of the brave little girl, Joan of Arc, send for the book Mr. Paine wrote. You should be able to place an order for it as soon as you get to the office. It is my opinion that after reading this book you, too, will be glad to tell it to others.

When Joan was a little girl, she lived in the country. The real date of her birth is not known, but it is thought to be between 1410 and 1412. Although her family's wealth was far from great, her folks were well known in that section of the country.

When she was small, she was like most other children of her time. There was nothing special to mark her as one who would be able to achieve great things in the future.

During the reign of Charles VI, the country was in the hands of two factions. One faction had seized the Dauphin, as the heir to the French throne was known, but this faction soon released him. It was believed by the people that their nation would be saved by a woman. Little Joan of Arc was always a dreamer. She saw many visions. She was told that it was her task to help the Dauphin and save France. When she was nearly fifteen, a vision came to her which she believed urged her to break the siege which the enemy had laid about the city.

The Dauphin was a weak man, but he was her prince and it was necessary to gain his favor. Although she was thoroughly convinced that she was chosen to take an important part in the cause of France, she was aware that she must get the aid of the prince. Much time had already been lost. Immediately Joan went to the Dauphin. She was dressed in men's clothing. He was willing to let her speak, so she was taken into his presence. She told the prince of her visions and also expressed her desire to lead an attack upon the enemy.

Her story could not be kept a secret. It was soon common knowledge in the market place. Men left their places of business and collected in public places to tell what they had heard regarding the girl and her mission. Many men believed her story. A committee of men agreed that there was truth in her tale.

The city council gave her an army. She was seated on a black horse clad in armor. She could employ no army tactics of any value because at no time did she have a thorough knowledge of army methods. Her only thought was to attack the enemy as soon as it was possible.

Her ardor was such that, with Joan as the leader, the French soldiers soon drove off the enemy. The siege started and the city was saved. They won another victory and about three months later the prince, as well as Joan and the army officials, rode into the city where the prince was made Charles VII of France.

When Joan reached the age of seventeen her work for France had not yet been completed. Paris, as well as other parts of the country, was in the hands of the enemy. In her visions Joan was still being urged to save France, but the order she got in her visions were very vague. She led the army in an attack upon Paris, but could not take the capitol city. Many people lost faith in her and wanted to give in to the enemy and some soldiers would not obey her. Several of her comrades in arms went with her to relieve the situation in another city to which the enemy had laid siege.

She was taken prisoner during this siege. From that time until the hour of her death she was in a dirty prison. Week after week Joan had to live on a dirty floor, but she made no complaint, even though she was often

subjected to shame in every manner. At one time she nearly escaped and after that she was placed in chains. The people thought that Charles would ransom her, but he forgot his debt to her.

A committee representing the enemy was planning means of getting rid of her. The committee complained that her visions were evil and not from heaven as was generally believed. She was bound to the stake and, amid the flames, the little "maid of France" bravely met her death.

WORK SHEET 4

7. Type the following unarranged manuscripts in correct form with 4 or fewer errors per page.

You may refer back to the instructions given on WORK SHEET 3, Part 6, for typing two and three page manuscripts.

#1, SHIPPING GOODS, page 17
#2, GETTING READY FOR THE FAIR, page 17 + 18
#3, THE DEERHOUND, page 18 + 19

Proofread your typed manuscripts. Retype those pages containing more than 4 errors, striving for greater accuracy. If you have typed the manuscripts with 4 errors or fewer per page, turn them in to your teacher for evaluation.

NOW, GO ON TO WORK SHEET 5

UNARRANGED MANUSCRIPTS
(Two & Three Pages)

#1 SHIPPING GOODS (287 words)

Busy men at one factory pack their goods in barrels and nail stiff lids over the heads of the barrels. Men at other factories put their goods in sacks, in baskets, and in chests. The goods can be packed in any form if they take as little space as is needed for a safe trip. They should seal them before releasing them for shipping to the other city for sale by retail branches.

When they are ready, the barrel is taken to the scales to see if it is heavy. After a glance at the tariff sheets, the man at the desk marks the label and the sheets with the fee. He stamps each one with the date. One sheet will go with the sales slip to the retail branch to be checked when the goods get there. They may be left by the tracks to be taken by trains from the platform to the people desiring them.

The chance of reaching the branch in time and in good shape is more than a fair one and there seems to be very little risk. But even with a steel train there is a chance of a crash that will smash the goods. There is a chance, too, that the goods will go astray and they will be many days late in reaching the end of their trip--too late to be of much good to the retail man. They may even perish before they get there. In one season apples and goods of that class freeze, and in other seasons they perish from heat.

The one shipping the goods will fill in forms and place a claim for the goods. If the goods go astray, a tracer goes after them. If the goods are of a class that perishes with ease, a sale of them may take place before they perish and the money for this will help in settling the claim. Errors are bound to happen but they should not happen every day.

#2 GETTING READY FOR THE FAIR (317 words)

There is about a month left before fair time in the valley and every lady in the country is getting ready for it. Each will put in much time and labor before it is over.

Mr. and Mrs. Lee live at the ranch. They plan to take much to the fair this time and much of it is ready. Their fame for making money at the fair is gaining, but they have never won over their neighbor. They should get much money for their labor this time and they will if they ever get a victory over their neighbor.

#2 (Continued)

Even with a maid to help her, Mrs. Lee is putting in an hour and more over her magic range in her kitchen every day. Her jam is rich and red. Today she is canning chicken which will be taken to the fair too. After the canning is over for the day, a label is put with each can before it is put in a bag.

Sitting in her parlor she was making a cap for a baby, a lamp shade, and a bag. She will finish a linen sheet which she is making. She will make a tag and pin one to each and then pack them in a bag. Before she and Mr. Lee leave for the trip to the fair, she will put this bag in the back of the machine in the garage.

The day before they go, she and her maid should be in the kitchen at daybreak, finishing what she will take to the fair before it is too late in the day. Bread will be baked and cake will be made. They cannot ever be made more than a day before the fair, for they should be very fresh. She will pick a pretty peach and put it in a green dish with a red apple and a pear and they are bound to take one ribbon.

Mr. Lee is getting ready for the fair too. He is feeding a fat pig. He will take his calf and the turkey with him. He may take his sheep and a little lamb too, but he will settle that before the day of the fair.

#3 THE DEERHOUND (333 words)

Andrew Carnegie used to take great delight in telling a fable to stress the hazards of inherited wealth. The fable was about an old deerhound who had lived a life of hardship, chasing and catching deer. In his declining days he decided that his children should not be obliged to work so hard in order to live and be happy.

He could not bear to think of the possibility that they might have to work as hard as he had worked. So he fathered great herds of deer and drove them into a park around which he built a high fence. Then he took all his young ones into the enclosure, where they might eat deer at their leisure without having to race over the country to catch them. Having arranged his family affairs in such a satisfactory manner, the well-meaning old deerhound died happy.

#3 (Continued)

The young hounds lived a life of leisure in the park. There was no necessity for them to hunt. Besides, it was so much nicer to lie around in the sun in the winter and in the shade in the summer and sleep and dream. They varied the routine program of their lives by an occasional vicious fight with one another. As the days went by, they ate too much meat, their muscles grew weak and flabby, and they were easy prey to disease. It was not long before they all perished miserably.

One needs only to scan the daily papers to realize that Carnegie's fable is happening in human life every day. The most satisfactory heritage that a man can leave to his children is not a lot of money, but that feeling of heart and soul that will enable them to create their own wealth and find their own happiness. Perhaps Carnegie was right in believing that the only way in which great wealth can prove a blessing to its owner when he can use it no longer is to give it away so that many others who are not so lucky may profit by it.

WORK SHEET 5

7. (Continued)

a. Type one of the following unarranged manuscripts in correct form.

#4, A BIRTHDAY PARTY, page 20
#5, DO YOU GET ALONG WITH PEOPLE, page 21

Proofread your typed manuscript. Retype those pages containing more than 4 errors, striving for greater accuracy. If you have typed the manuscript with 4 errors or fewer per page, go on to part 7b.

b. Type one of the following unarranged manuscripts in correct form.

#6, A SECRET VACATION, page 22
#7, THE HONOR OF THE TEAM, page 23

Proofread your typed manuscript. Retype those pages containing more than 4 errors. If you have typed the manuscript with 4 errors or fewer per page, go on the part 7c.

c. Type one of the following unarranged manuscripts in correct form.

#8, A SACRIFICE, page 24
#9, A FRIENDLY VISIT, page 25

Proofread your typed manuscript. Retype those pages containing more than 4 errors. If the manuscript has been typed with 4 errors or fewer per page, turn in 7a, b, and c to your teacher for evaluation.

NOTE:

After you have completed WORK SHEET 5 and your teacher has seen your work, you might like to type those manuscripts in 7a, b, and c you omitted for a BONUS GRADE.

NOW, GO ON TO WORK SHEET 6

UNARRANGED MANUSCRIPTS
(Two and Three Pages)

#4 A BIRTHDAY PARTY (368 Words)

On Sunday, December 25, Mary would be eight years old. Her parents were not rich, but they owned a good house. Her Dad was an important individual in the lumber industry, and lumber dealers would always pay attention to his suggestions.

Mary was an only child and was a little spoiled, but sheheld a profound respect for her parents and alswys yielded to their wishes. As Mary would be eight years old soon, her parents were going to give her a party.

This appealed to Mary and she immediately started to form a list of the friends she would ask. Mary made a rough draft, but had to acknowledge that she was unable to put all her friends on the list and she could not stand leaving any of them off.

Mary was obliged to take a copy of her list to her aunt and ask her what she should do. Her aunt suggested that she ask all the children who did not have a happy home, as they would enjoy it most. Mary was sold on this idea and on Monday she made a list and sent a note to each of the names on that list.

Mary said she did not want any presents but instead she wanted to purchase presents for her guests. Her parents enabled her to carry out her plan and gave her the necessary money. She was allowed to buy all the presents. She remitted promptly and received a receipt in return.

The party was to be held at six in the evening. The morning was cold and the afternoon was even colder, but when the time came the entire list was represented and everyone filed merrily into Mary's house.

At first all of them seemed embarrassed, but Mary treated them so well that soon every individual was entirely at his ease.

The guests filed into the dining room and were allowed to eat all they could. After everyone had dined, the doors of the front parlor were thrown open and standing in the middle of the room was a big tree covered with lights. On the top of the thre a gold star was fastened. A big bag of presents were pulled out from under the tree. The guests were unable to thank Mary enough for her kindness.

#5 DO YOU GET ALONG WITH PEOPLE? (372 Words)

What is, perhaps, the most important personality trait that an office worker can possess? It is the ability to get along with other people. In business, you will find that your ability to get along with people will have a great bearing on the salary increases that you receive, the promotions that you get, and the happiness that you will derive from your work.

What is the secret of getting along with people? The answer is quite simple; treat others the way you want them to treat you. Remember that it takes all kinds of people to make up our world. You can not expect all people to have the same likes and dislikes that you have.

When you enter the business office, you will probably find some person who is difficult to get along with, some person who annoys you. If you are smart, you will accept him as he is and not try to change him. You will instead, look for his good qualities and be patient with his faults.

You must not forget that you too, may have some traits that annoy other people.

The way you get along with your present classmates, friends, and the members of your family is an indication of the way you will probably get along with your business associates. If you get along well with your personal associates, you will surely get along well with the office people with whom you come in contact. If you do not enjoy the company of your personal associates and if the members of your family constantly "get on your nerves," you will no doubt find that your business associates will also "get on your nerves."

Why do businessmen place so much stress on the quality of getting along with people? Here are a few reasons:

1. When people in an office get along, there is a pleasant atmosphere in which it is possible to work happily. As any businessman will tell you, a happy worker is a productive worker.

2. When you work under pleasant conditions, you work much more efficiently.

3. The person who can get along with others makes a good leader. When a businessman considers a person for advancement, the first thing he asks is, "How does he get along with the rest of my staff?"

#6 A SECRET VACATION (405 Words)

As I started up the stairs, I took note of the dozens of jobs that had to be finished either that day or early the next morning. As I drew near the study hall, I shuddered because I was at the foot of my class in my studies. Who would not feel gloomy and jealous when his pals played football and he did nothing but study? A group of my buddies were almost through with the work for the semester, but even though I did my utmost, I could keep up with none of them.

I did want so much to shut my dull books and play with my buddies. If I could only shut the books in the closet, I would be happy, but I could not do this, so what was the good of thinking about it?

My thoughts were on food, and I did want to catch a duck that my cousin could cook. As I would shoot the duck, I would chuckle. With these thoughts I sat on the bench and did not want any more work. The urge to get loose from my books was getting greater and greater. But there must be no fooling--I must get busy.

As I raised my head, I saw my teacher coming up the row. She took about three steps and before she put her left foot on the rug again, she halted. At first, I was utterly in the dark as to what was going on. Then I noticed that the murmurs of my classmates had ceased. The cuckoo clock by the staris did not tick. Even my cousin who was sitting in the stuffy hall too stared at me--or at whom was he staring? Immediately I took in the situation and left the group. By the door lay my poodle, with one paw raised. Everything was very still. Then I saw that the spell was in the open as well as in the study hall. Many people were caught in the spell of the cool air. A man was dusting his boots with a piece of cloth cut from a rug. Several small children had been playing football and one was about to tuck the ball under his arm. A cashier was giving a reduction to a cautious girl.

What a week! I did nothing but fish every day. The fish were foolish and bit on my hook.

Then I heard something like a roar and there I was sitting in my chair in the study hall. The low roar grew heavier and then the spell was gone. I heard the bell which meant that the end of the hour had come.

As I started on my trip home, I thought of all my good times and I felt so good that I was sure I would soon lead all my classes.

#7 THE HONOR OF THE TEAM (420 Words)

Bob sat in his chair and gazed on the green where the baseball team was getting ready to play. He was the leader of the team and their honor was at stake, for the big team from Dearing was coming to play the next day and the game would be a hard one. Bob was far from cheered when he saw them, for at the mere thought that he could not be with the team and help tear a victory from the Dearing lads, he glanced at the chapter as he wrote, and so finished the lesson. As he did it, he saw his sister staring at him, but she said nothing. During the major part of the day he felt that the teacher and his sister were noticing his manner. But he earned his place on the team by hard work.

The day of the game came and there was nothing to mar it but Bob's own feeling. It will be a hard and bitter battle, and all the girls and fellows will be there with the class banner, the cheer-leaders and all will be chattering and cheering to stir the fellows to better playing. As Bob was on the stairs near the door, he heard a teacher say that he was a good leader because he worked harder at his studies than at his play. This hurt Bob and he started to say, "No I am a cheater," but he thought that the team needed him and if he should tell, he would be put off the team. But the day was marred for him. His sister always praised him for being a good soldier and daring to be brave. Well, after all, he could not take a place that he did not earn. Archie could play a good game in his place. He would tell the teacher and not mar the honor of the team.

The time for the game came, and Archie was in his place and it was hard to cheer even as he saw the scores being registered for his team. But what had taken place? A man was hurt. The pitcher had thrown the ball and the batter had hit it far off to the left. Archie was nearer the ball and had caught it, but his arm was hurt and he was taken from the game in a battered state. Bob dared not hope that he would be called, but after a little talk, he heard his name and a cheer rose from the bleacher seats, as he ran to his place. Every batter shared in the flattering applause. At the end of the game the honor went to Archie and Bob for making the scores and it was with a glad heart that he could feel that everyone liked him better for not letting the mere desire for playing get the better of his former habits of telling the truth and not being a cheater in work or play.

#8 A SACRIFICE (430 Words)

Bob and Nell were twins. I do not believe that one ever tried to do anything without the approval of the other. They were very much attached and assisted each other whenever they could.

All through their school life they maintained this tender regard for each other. I do not think I ever saw Bob that he was not accompanied by his sister.

In due course these children finished high school. Nell went to an American academy to complete her education. Bob was not sure whether he would become an architect or an attorney as he was attracted by both professions. I am afraid that if Bob had not written a letter every day to his sister, she would have been greatly annoyed. Bob wrote how the school administration had urged him to take up bookkeeping and how he finally made an application for the course. I do not know whether this bookkeeping course appealed to Bob very much, but he was not able to avoid it.

All went well for the first year. Suddenly, in the autumn of the second year, both parents were killed in an automobile crash. This meant that one or the other must discontinue school, as there was not enough money for both of them to go on. I do not believe I would have known what to do in this situation, but Nell decided at once that her brother's education came first, and after considerable argument she persuaded him to continue his studies. Nell was glad to make this accommodation even though anyone could see that she was sorry to have to leave school.

She kept Bob happy and helped him with his studies. He talked over with her his most intimate plans and if she did not agree with him he dropped them at once.

Had Nell given up too much when she left school after her parents had that automobile crash while driving near the shores of the Atlantic? I do not think so. I spoke to many of her friends about this and they did not think so.

Bob soon got to be an attorney and could speak authoritatively on matters having to do with abstracts and affidavits. He had charge of a bureau that dealt with bankrupt organizations and there was no one with a broader knowledge of law than he.

Bob always remembered what his sister had done for him and he took care of her for many years, until he saw her happily married to an attorney friend of his.

#9 A FRIENDLY VISIT (424 Words)

I had not seen Captain Temple for many years. I had written him many times, but he had never written to me.

I seldom had occasion to look into the mail box because the maid I hired temporarily always emptied the box, but today I happened to glance into the box, and there I saw what appeared to be a bulletin hidden at the bottom of the box. It was not a bulletin--it was a letter to me from Captain Temple! In it he asked me to spend several days with him.

As the Captain was a good friend of mine, I started to make arrangements immediately to obtain my freedom from the office for a week. I estimated that it took me three hours to straighten out my affairs, although I almost lost my temper when several people attempted to detain me.

The distance to my friends home was great, and I did not know what to do with my time while on the train. After dinner, I continued looking for news items that were of any importance. On the train I met a littel maiden in a blue cotton costume. I discovered that this little girl was bound for an academy in a distant city. I pondered over the wisdom of sending this little girl all alone, without any one to meet her at the end of her trip. At any time she might be the victim of some mishap.

The train finally got to my town. All of a sudden a timid man stepped up to me and said the Captain had sent him to meet me. This little man was a close friend to the Captain and was in continuous attendance at the Captain's residence.

My heart missed a beat when I saw again the tender face of the Captain and I will not deny that a tear rolled down my cheek. The Captain at once made me feel at home. He took me around his little kingdom and showed me the tennis courts, the fountain in his back yard, and the mountains beyond. It must be heaven living near these mountains all the year round.

The Captain had made a trip to every continent of the globe and he loved to tell of the dangers through which he had gone. The Captain's tales were hair-raising, even though he told them in condensed form.

My temporary stay was soon over and I had to leave. My esteem for the Captain had increased greatly and I am already making plans for another visit next autumn. It is a great pity that good friends should be obliged to live so far apart.

WORK SHEET 6

7. (Continued)

d. Type four (4) of the following unarranged manuscripts in correct form.

#10 THE FURNACE, page 26
#11, THE POWER OF A SMILE, page 27
#12, THE UNCOVERED BLACKBOARD, page 28
#13, ROBIN HOOD AND HIS MERRY MEN, page 29
#14, MOLLY PITCHER, page 30

e. Type two (2) of the following unarranged manuscripts in correct form.

#15, JOHN SMITH AND THE NEW WORLD, page 31
#16, COMPOSURE, page 32
#17, A COUNTRY INN, page 33

Proofread the six (6) manuscripts you have typed. Each Page containing more than four (4) errors must be retyped until they have 4 errors or fewer. If the manuscripts have been typed with 4 errors or fewer per page, turn them in to your teacher for evaluation.

NOW, GO ON TO WORK SHEET 7

#10 THE FURNACE (436)

26

Since my marriage I have lived in a beautiful little cottage in the country. I could live in that cottage forever if it weren't for one thing--taking care of the furnace. I could forget the hour it takes to get to the office in the morning; I could overlook the task of mowing the lawn myself to make the land look dignified, but I get terribly discouraged when at six each morning I have to attend to the painful and dreadful duty of lighting the furnace.

At six in the morning it takes the greatest of will powers to get a strong grip on ourselves, climb fearfully out from under the covers, and make the trip down to the furnace.

If you have a son your task is sometimes simplified, but not always. The average boy does not have the courage to do this job himself and it is not long before he gets discouraged. Even the most tempting bribes could not make him undertake the task cheerfully a second time.

When evening comes, though, we forgive the furnace all the trouble it has caused in the morning and relax in the gratifying warmth that it furnishes.

The man who furnishes us with a furnace that can take care of itself will have a statue dedicated to his honor by the furnace tenders of this country, and each year on his birthday they will take themselves to his shrine and sing his praises.

The garage of our cottage has no furnace and the family car usually feels almost as cold as I do when I take the daily trip to the basement. Every morning when I step on the starter I am convinced that the car will spend its next winter basking in the warmth of a storage house. As each year rolls around, though, I say to myself, "This winter can not be as bad as the last and I do not see how I can manage to get along without the car." True, each winter wasn't as bad as the previous one--It was invariably worse.

Every day I may be seen thoughtfully reading the real estate sections of the newspapers; I may be seen talking to managers of apartment houses and looking over the furniture of the various rooms; I may be seen talking with dignified agents about rents. Why these strange doings? I am going to give my little cottage in the country village, I am going where I can, by keeping the janitor well supplied with cigars, get all the heat I care for.

I know when I'm licked!

#11 THE POWER OF A SMILE (440 Words)

A smile is like the summer sunshine. Perhaps we have all felt the truth of that remark. A smile requires so little effort, yet it is our most valuable asset. No matter what profession you pursue, a proper and appropriate smile will help you win a promotion. I know you have seen many examples of this.

We all know how much we like a man who greets us with a sunny. We immediately feel better for having met him, no matter how humble or respectable he may be. This feeling remains with us and we pass it on to the next man we meet. We have seen the remarkable power of a smile to crush a terrible anger. We have seen a smile take much of the bitterness out of harsh and perhaps ill-chosen words.

When things annoy us, why do we not rise above our simple feelings and permit a smile to creep across our faces? Perhaps the most reliable sign of a great man is his power to refrain from being annoyed by petty things. The simple, unreliable man is sure to be annoyed when he is approached for the smallest favor. A smile should be his most valuable asset but he can not take this sensible view.

There are people who rarely permit a smile to approach their lips. Life seems to have little for them either in the way of ample promotion or happiness. Misery and trouble seem to pursue them and they have no time available for good cheer. If these people would only try to smile at their troubles, they would find ample time for play.

A smile is always a good risk and one that pays well. It takes little persuasion to be convinced that there is profit in a grin. The sight of a smiling face approaching will give new hope to those who are tired from the strife of the world.

How terrible it would be for all of us if we could not smile properly! We have said nothing thus far of the brave and noble smile that hides some terrible grievance. Very ofter a man will grin while his real thoughts make him miserable. A man who can be persuaded to smile when he is down and out is an example of a fine and noble character.

"Smile and the world smiles with you; weep and you weep alone" is a saying that is perhaps known to more people than any other saying. The world is always looking for sensible, reliable man but no man, no matter how valuable he may be or how much promise he may show, will really enjoy life properly if he can not smile and brush away his troubles.

The power of a smile has made a smooth path for many great men.

#12 THE UNCOVERED BLACKBOARD (445 Words)

Several days ago I was greatly amused when I read of the discovery of a list of names that was written fifty-two years ago. This curious discovery made me think and disturbed my sleep for a day or two.

According to the story, the mayor of the town had a discussion with the school community and decided to designate a corporation to tear down the old school and build a new one. The workmen tearing down the building uncovered an old blackboard which, I am sure, had not been used for many years. This board probably had remained in a room unnoticed or the teacher did not consider it necessary to remove it. At any rate, there it was.

Now this may not seem so unusual to find an old board in the back of a school room. But here hangs the tale--at the top of the board were, perfectly writtenm the years 1881-1882. Under these dates was a list of the names of the boys and girls who had to remain after school that evening for whispering. The writing was very plain and distinct, as it had not been erased at the time the board was put away. All through the years these names had remained in place.

As I read the list of names, I wondered what had become of all those children who so many years ago had to stay after school for having whispered to their neighbors. I wonder, too, if what they said to each other was important enough to merit keeping them after school. I am sure they, at least, did not consider it so.

I noted that there was only one boy's name on that list. This is another proof that women of even tender years have simply had to talk! You can be sure that Julia and Ann were disappointed because they had to remain after school. But I wonder whether they refrained from whispering after their names were put on the board or whether a few days later they were punished again. I wonder if the teacher remembers putting these names on the board and if she could distinguish one girl from the other.

Every day our names are being written upon some board and they will continue to stand there unless they are erased-- and we need not deceive ourselves. What is written on the board depends on the deeds we perform and if we want to write a good record on that board we must play the game of life fairly and squarely.

But as the record of these children was finally removed with the tearing down of the building, so all records of wrongdoing may be torn down. We want to forget them as soon as possible.

#13 ROBIN HOOD AND HIS MERRY MEN (446 Words)

Robin Hood was a mere lad when he was fascinated by the beauty of the woods. He influenced others to join him until his devoted followers numbered over 120. They defied the laws of the country and robbed those who passed their way. The sheriff and his men tried many different ways to catch Robin Hood and deliver him to the county jail, but their plans always met with defeat.

Robin seemed to have his agents in all parts of the country, for it appears that he knew of everything that was going on. Although he was a bandit, we must credit him with many fine qualities. One of his fine qualities, for instance, was shown by his rule that no woman should ever be harmed.

Robin married a girl who possessed not only great beauty but a strong character as well. They lived very happily. I think it is safe to say that their happiness had a great influence on bringing about the wedding of Alan and Ellen, two staunch followers of Robin.

As the days went on, the king's spirits grew lower and lower because he thought Robin would never be caught. He called in one of his agents and said, "Tomorrow you leave with fifty men. If you move cautiously, you should be able to catch this fellow and deliver him to the sheriff." The king was mistaken. Even though the agent moved cautiously, he could not outwit Robin, who took definite steps against having anything like this happen. Later Robin set the agent and his men free on the promise that they would be responsible for paying a definite sum of money each year, which was to be divided among Robin and his merry men.

Several weeks later, Robin heard that the bishop was coming. His men dressed as sheep herders and camped at the edge of the woods. While waiting, they roasted a duck. As the duck was roasting, the bishop came along, and being very hungry, he ordered his men to seize the meat, which happened to be a fine quality. In an instant Robin blew his trumpet and got his men together. The bishop was indeed amazed when he was taken prisoner. He, too, was released on his definite promise to deliver to Robin a huge sum of money.

Some years later the ruler of the country pardoned Robin and his men and asked them to spend their remaining day with him. They stayed for a while but were not altogether happy--they longed for the great outdoors. One by one the men ran away and returned to the woods. Robin, too, lived his final days in the woods that he loved so well.

#14 MOLLY PITCHER (450 Words)

Molly Pitcher was a smart and alert little girl who served bravely in the war of 1776. She was born on a large farm and spent part of her life on a farm. Every day she could be seen wheeling a little cart in her flower garden or making nests for the birds that made their home in the barn.

When Molly was sixteen, she took a position as servant to an army general. She learned quickly and it never took her a long period of time to absorb anything that was told to her. Molly varnished the surfaces of tables and repaired chairs. Her cooking was a source of delight to the reserve officers and she deserved their high praise.

Molly's expert cooking and her charming manner brought many suitors for her hand and one day she married a young man by the name of John Hays. Molly and John shared their joys and sorrows for quite a long period of time, but then the war broke out and John wanted to serve his country. He and Molly would often converse about the war and he was surprised to learn how much Molly knew about certain phases of army tactics. Suddenly an urgent call came for John to leave. Molly cheered him and sent him off in search of his general.

A month passed until one morning she received a message to return to her own people on the farm. She did this gladly as John was a gunner in the reserve of soldiers that was placed there. She saw her brave gunner many times and was allowed to search for him at the scene of the battle.

One afternoon the thermometer reached 90. In this heat a great battle started and John turned to the cannon he was to handle and got ready. Because of the heat, Molly marched to the battle front with buckets of water for the soldiers. Each time she appeared the soldiers would cry for joy. "Here comes Molly and her pitcher." Soon they changed that to "Here comes Molly Pitcher," and that name remained for thirty years after.

Suddenly the warm sun caused John to faint--the burden was too much for him. Molly surveyed the situation, ordered two men to place John under a large shady tree, and argued the general into letting her serve in John's place. At first the general was firm, but Molly finally convinced him that she could handle the gun.

Bravely she picked up the hammer, fired with all the nerve of an expert gunner. For hours Molly guarded the gun until the enemy was driven back. The general warmly thanked Molly for her worthy deeds and from that day on she was known as "Captain Molly." the little maid who carried water to the fighting soldiers.

#15 JOHN SMITH AND THE NEW WORLD (472 Words)

John Smith was a native of the British Isles. When he was fifteen his one desire was to devote his life to the sea. He ran away from home, wandered about the world and had many narrow escaped and more than once was saved from impending death. Finally, while defending his country against the Turks, he was taken captive and sold as a slave. His owner was far from gentle with him, and one day Smith killed the man and escaped.

He happened to reach home at the very time that parties were being formed to go to the New World. Smith was always looking for something exciting, and he eagerly joined a group that was leaving in December, 1606.

The colony was made up of men unfitted for the work before them. Most of them were of gentle birth and had never completed a day's work in their lives. Their motive for coming was to find gold and other valuables and then return home. There was no carpenter or skilled laborer among them.

Smith endeavored to find a spot on which to settle that would be easy to defend against the Indians. He was positive his people would have trouble with the natives. He spent many days in this work. He was the only leader with any initiative in the group. Most of the men deferred to his judgment. Several of them, though, endeavored to seize the only ship and return home. Smith spent every effort to prevent them from doing this. When he opened fire on them, they gave up. One day Smith was made a captive by the Indians. He devised many ways of amusing them and they treated him kindly. Smith found out that the natives wanted him to be their leader and form a plan by which the Indians could break through the defense of the whole colony. When he defied them they placed his head on a block and were going to kill him, pending the word of the chief. At this moment the chief's daughter rushed to the prisoner, threw her arms around his neck and begged for his life. History does not give her motive for doing this.

The little girl, who was about twelve years old at that time, was always a friend of the white people after this and some years later she married a white settler.

One year the food supply was very low and Smith found it necessary to ask the help of the Indians. But the natives remembered how the white people defrauded them and laid a plot to kill Smith and his men. This plot was defeated by Smith, who seized the chief, held a pistol to his head and said, "Grain or your life." We are told that they got grain and plenty of it.

Smith now set the men to work. Dividing them into two groups he set one division to work planting grain and the other division cutting lumber. Many tried to escape the labor, but Smith threatened that if they did not work they would not eat--and all of them worked!

#16 COMPOSURE (480 Words)

In a well-known book on the life of Abraham Lincoln that was published a number of years ago, there appears this story:

In the early months of the war, when there wasn't anyone in the Nation's capital who knew how soon General Lee's troops might reach the city, Lincoln and a member of his cabinet went to call on an important Union General. Official etiquette prescribes that the President shall never call upon a private citizen, but the times were too tense for etiquette.

Lincoln wanted firsthand information from the one man who could give it to him. As the general was not at home, the two men waited in his parlor. After they had been waiting for two hours, they heard him at the door and supposed, of course, that he would speak to them at once. Without a word, however, he hurried to his room. They waited again--ten minutes, twenty minutes, thirty minutes.

Finally, Lincoln requested one of the servants to remind the general that his visitors were still waiting. Presently the servant returned and with obvious embarrassment reported that the general stated he was too tired to see the President. As a matter of fact, he was already in bed. When the two men were outside, the cabinet member exploded in anger. Would not the President oust the general from command? The President laid his hand quietly on the other man's shoulder and said: "Don't take it so hard; I will gladly hold the general's horse if he will bring us victories."

What was the quality Lincoln revealed in that trying situation? One of the most important qualities in the world--the ability to maintain his self-control. He understood the general.

All great organizers possess this ability. Ordinary individuals fret and fume when such situations arise and give a sad display of temper when they experience setbacks or unfair criticism. Great men act differently. When one watches them on such occasions, one sees few, if any evidences of outward annoyance.

Anyone who studies self-control carefully will soon realize that acquiring poise is not the work of a few moments or even a few days. Those of us who seek it must undertake a long and patient training, one that will gradually change not only our actions in moments of crisis but also our daily attitudes toward life and people. The first step in this training is to teach ourselves not to expect that life will be entirely free of problems. A certain amount of friction and a certain number of disappointments are inevitable, and we make our first advance toward self-control when we learn this fact.

#17 A COUNTRY INN (485 Words)

Would you like to go to the country where the air is good? Come to the Green Inn and you will hate to go when your time is at an end. What time would you like to come to the country?

Green Inn is a little red and grey country inn in a glen by the Green Lake. There is a trail by the little creek at the rear of the inn. It will take you by an elm tree to the granary and the dairy. This is an inn that was needed here and it was well that Henry and Harry had money to get this acre. It was a good deed to get an inn near the lake. Their aim is to get money by making other men gay and merry.

Mr. and Mrs. Drake are here all the time. Their creed is to treat all men alike. They clean all linen. They will get you clean linen that will not be ragged, but it will be well mended. The lady will mend your linen, too, when it is ragged and is in need of mending.

You could come here and remain a month and it would not take all your time to get here. Did you remain a month at the other inn in Eire? Take a train at Lynn and it will get you here to the inn. Mr. Drake will meet you at the train with a team and a rig and he will take you to Green Lake. You can then take the lane at the end of the lake and that will lead you to the gate of Green Inn. It will be late when you get there, but Mrs. Drake will be here to greet you, and a good meal with ham and turkey will be ready at that time.

Your money may be limited but that will not mean that you cannot come here. All you need is a little money. You will gain when you are here. The lake air is good and it will make you eat well. You will get clean meals with lots of good cake. There will not be any liquor at this inn. There will be little racket here. You will get rid of the headache and any other ache you may be eager to eliminate.

All men that come here can be gay and merry. You can go into the lake when it is calm. You can go when there will not be a gale. You may add to your technique in any game you desire. Ned Taylor is here all the time and he is a man with good technique in handling a racquet and a net and in hitting a mark. He can train the eye, the hand, and the ear in any game. You can get a caddy by the hour at a minimum rate, and you can drill hour by hour in making a gain in your technique.

The attic of the inn is heated when heat is needed. The attic is not dark. It is a clean attic and Mrs. Drake is neat in handling it. Her canary is there to add to the merry air of it. Her cat is in the granary where it cannot get to the canary but where it can get a rat.

This inn is well rated by many leading men. The mayor, Mr. Allen, and Dr. Ray were here for a month. Mrs. Drake treated them well and they would like to come at a late date in May. You would get the truth in their keen rating of it.

WORK SHEET 7

7. (Continued)

f. Type one (1) of the following manuscripts in correct form.

#18, A DAY TO REMEMBER, page 34
#19, THE STORY OF PRINTING, page 35 - 36

g. Type each of the following manuscripts in correct form.

#20, FURS, page 36 + 37
#21, GLOBE TROTTING, page 37 + 38
#22, A FABLE, page 39 + 40

h. Type one (1) of the following manuscripts in correct form.

#23, GREECE, page 40 - 41
#24, NORWAY, page 41 - 42

i. Type one (1) of the following manuscripts in correct form.

#25, PRAIRIE SOD MANSIONS, page 42, 43 + 44
#26, A TOY STORE, page 44 + 45

Proofread the six (6) manuscripts you have just typed. Each page containing more than three (3) errors must be retyped until they have 3 errors or fewer. If the manuscripts have been typed with 3 errors or fewer per page, turn them in to your teacher for evaluation.

/NOW, GO ON TO WORK SHEET 8/

#18 A DAY TO REMEMBER (493 Words)

The whole school was waiting for the big football game that was to be played that afternoon. We won every game and wasted no chance to get ahead of the other teams.

In the morning, there was a rally, with woolen banners waving, and flags on the walls. Even the doorway and the roadway had flags. The people were whistling and hollering for the team to win a quick victory.

Everyone was waiting in the hall when we heard the bell. Several of the stars of our team were present on this morning. The leader called the meeting to order quickly. Everyone was awake and watching. The first speaker was the coach who said that the team will not quit until it wins this important game. He urged that everyone witness the game, wearing a woolen sweater if possible. No one should stay away. He spoke of some of his games with teams that did not play fair and square. Before he finished, he gave the names of all the players on the squad and the positions they would fill. As he called each name, he waved the player to come quickly to the stage. There were many cheers and much whistling as the players went swiftly back to their seats. The cheerleaders called for three cheers for the coach and the whole squad.

A man who was in the hardware business and who never stays away from a geme was asked to speak. His talk was over quickly because when he was in school, he swore he would make no speech that would cause people to get weary. When he was eighteen, he left school so that he could become a swimming teacher, but he loved football, too, and hoped that when the whistle blew at the end of the game our team would be far ahead. We are quoting from his talk in our school paper.

The cheerleading squad of four girls walked on the stage again and this time they wore woolen sweaters. Everyone was carried away by their vim and vigor. When the girls urged every man and woman to go to the game, the number of tickets bought started to swell quickly. The school was to be closed early that day and everyone was awaiting the bell.

Even the teachers thought of nothing but the game. The history teacher did not give a quiz and waved the class on its way. The teachers hoped it would not rain because the team could not play very well on the wet grass. When the whistle blew it was raining and one man said the only way to get a score was to swim over the goal. There was only one real gain by our team, and that came near the end of the game in the closing minutes of play when the left halfback crossed the goal. The score was six to nothing in our favor and the whole school was hollering and whistling. This same halfback made a good kick

#18 (Continued)

at the end of the game. The whistle blew, and our team, wet and weary, ran into the dressing room.

Football is a great game even when it is played in the rain.

#19 THE STORY OF PRINTING (501 Words)

Did you ever stop to think that there was a time when there were no printed books, newspapers, and catalogues? It is difficult to realize that hundreds of years back there were no newspapers in which a man could advertise his merchandise. There were no books from which he could get ideas and improve his knowledge of many subjects.

Business today could hardly be carried on if the printing press had not been invented. Our whole educational system is based upon the printed page and it is difficult to determine how schools would get along without a sufficient quantity of books.

Think back for a minute over the ages previous to the invention of the printing press. Writing in some form is almost as old as the human race, but the various means of recording thoughts and ideas before the printing press were very crude. The first writing of which we have any knowledge is picture writing. With picture writing, though, it was difficult to record quickly and completely the thoughts of the people.

The next stage was the representation of sounds by different symbols. This was an improvement, but it was not altogether satisfactory because of the difficulty of keeping records.

During the Middle Ages, a genius invented the quill pen. He acquainted the public with the fine qualities of the pen as a writing tool and sold hundreds of them. He pointed out that it was a pleasure to write with the new pen and by taking advantage of all the advertising media with which he was acquainted, he soon collected a mint of money.

Whole books were copied with this quill pen during the Middle Ages. On many occasions an author had to copy his entire book word by word with this quill pen and I think it is safe to say that it was not a very enjoyable task. Nevertheless, some authors in the Middle Ages wrote as many as ten or twelve books.

The coming of the printing press made many changes. Almost all books and newspapers which we have today are printed from

#19 (Continued)

type of some kind. Yet the first printing from movable type took place hundreds of years back. The printing in the early days was not always perfect, but it improved year by year.

A man in Europe is given credit for inventing the art of printing. The first type he used was made of wood. He was not long in discovering that wood was not satisfactory, but he was a man who knew no defeat. Next he tried carving type out of metal. Even the printing from this metal type was not very clear, but it was still another improvement in the art of printing. This man had the spirit of a winner and he had a definite influence on future progress in this field. Another difficulty was conquered when a man printed a catalogue from type made of melted lead.

#20 FURS (515 Words)

Among the people of this country there are not very many who know the part that furs have played in the recent history of our country. The strong fur trappers played an important part in settling the country without the help of good methods of communication.

About 1870, furs were rare in France and other countries. At this time, beaver hats were in fashion but the fur for these hats was exceedingly hard to get. Great effort was put forth to get furs for the French for this purpose.

In still earlier times, only kings and wealthy people could wear furs. In France, the common people both young and aged had to wear clothes made from strong cloth. Elsewhere the people thanked the richer classes for rags from which they could make clothes to wear on chilly evenings and mornings.

Experience shows that each time a new world had been visited the desire for furs began. The ocean got to be a road for ships going and returning from the new world even though sailors said that the sea was full of monsters and that any ship that stayed a long time on the water would soon be dragged to an unknown place.

Wealthy men built ships and went to this new world. The greed for furs and excessive riches took men all over the globe. The strong character of many men, though, was in their favor.

France was the leading nation in getting furs and metals. The effect of France's work was felt in all parts of the world. The French went through the woods of the Great Lakes and returned

#20 (Continued)

with many furs and much metal. The experience of the French was that it was easier to get the furs than the metals so they went in for furs.

The trappers living in the woods received their food and other things from the fur company for which they worked. The company always answered their call for food and went to every expense to get it to them. At times, this was far from easy as there were no cars on which to ship the food.

As there were not bills to pay, the trappers and their families lived happily. These people were always singing songs and were friendly to any one who visited them. These people had no fear of hard work.

Their food was exceedingly plain. This food was cooked over a camp stove. Though the food was plain, it was wholesome, but what else could a hungry man wish? After a long, hard trip, these trappers would have dealings with the fur company to see that their accounts were correctly kept and that all the furs they brought in were correctly listed. Yes, these trappers were exceedingly cautious.

After exchanging greetings these men returned home where there would be drinking and eating. Young men and young ladies would sing and dance.

After being at home for a time the trapper is glad to get back to the woods again. Many trappers worked for the same company year after year.

One fur company was started by a friend of our family. This friend became very wealthy.

Cities soon took the place of these little posts. Many great cities were once nothing but homes where trappers made their quarters.

#21 GLOBE TROTTING (520 Words)

Did you hear about the trip abroad that Joan and I made? I often talked with Joan about it but no plans were made. I did not think of going at that time as I could not go without borrowing money. I could not go to college because of my lack of money and going abroad was far from my thoughts, until Maud wrote that her folks were thinking of going globe trotting and were eager to have me go with them. I did not think I should leave my job at the shop, but it was nonsense to stay at home, so after sober

#21 (Continued)

thinking I obeyed my desire and posted a letter telling her I would meet them at the hotel on the coast for the beginning of a jolly time in the countries abroad.

My first job was to get some clothes. I needed much, but as my pocketbook showed that there was little money with which to get everything I needed, I fought off the desire to get lots of fashion models and chose a soft hat for the boat, a heavy topcoat and some hose.

I reached the city in the evening and the hotel auto brought me to the door of the hotel. I crossed the great hall and there I met Maud. After I gave her my wraps, Maud sat on the bench and she and I talked until some other people began to come to the lower hall to eat. Chops and potatoes tasted pretty good and a pot of good coffee was brought in. When the meal was over, my thoughts were on the trip.

Crossing the ocean was fascinating during the whole time. There was a little gale one day which drove the people from the decks of the boat but it was soon over and the motion of the boat began to be easy again. The boat docked at Dover and the folks were taken in autos to the hotels. Here I saw the stores packed close to each other. Then we came to the country roads with rows and rows of hedges.

I was sorry to leave, but the next day I was on the boat again and off for France. I liked Paris and was sorry I could not stay and roam all alone in the stores and get some trophies. As I could not talk French, though, I did not have an easy time of it. It was appalling at first because I could not shop. I saw flocks of sheep and goats roaming over the open hills. There were acres and acres of grapes.

After Paris and France came Rome and Venice, and I could talk for many hours about what I saw there. In Venice the black boats floated on the narrow canals. I remained in Venice for a day then was off for Rome.

After Rome came Naples and after leaving Naples the boat was bound for home. It was a jolly holiday, but I showed no sorrow when I saw the harbor and the lofty steeples of the city. I brought many stories and glowing memories and loads of trophies from the shops to show to folks here. Much as I liked all the scenes over the sea, still it was good to be at home. It was good to hear the roar of the trolleys and to see so many autos pass by. Though it is relief to go abroad for a month or two I would not live there all the time.

#22 A FABLE (537 Words)

One spring morning there came to the campus of a small engineering school a lad by the name of Russell. The dean explained that he was famous in many parts of the world for his football. There were many good reports and flattering words in the daily papers about his work.

He made a hit with all the girls and usually there was a group of pretty maidens following him in a body to the games. The girls would even sing songs for him, and the singing would ring in his ears for many days. It will not be necessary to say that all the lads were jealous of this youth. They did their utmost to show the girls that they possessed an infinitely greater knowledge and that Russell was unfair. They said further that he was yellow and would not play through the whole football year.

The girls replied with a good-natured grin and accepted the remarks without a word. They watched Russell play whether the team played at home or had gone to another city.

The other lads employed every method they could think of to impress the girls. They gave up their incomes to take the girls to supper. They gave banquets that they hoped would bring them favor. They wasted precious afternoons wading in the stream looking for yellow water lilies to bring the ladies. Then, I suppose to win the favor of the girls, they took them in a row boat. They even drove them in their autos to an inn, but it was impossible to win them over. The girls were particular, they said, and went back to their houses. The lads even sang to the girls, but the girls thought it their duty to ask them to refrain, explaining that the singing increased their headaches.

All this time Russell remained at his work. He wasted no time nor cash on the girls. He would study in his little house and make his reports when they would fall due. He would work early and late. He was envied by all the athletes. He never cast a glance at the girls, but yet the foolish maidens followed him and asked him to explain some particular plays that he made.

Soon the other lads accepted their fate and gave up their foolish pranks. They did not embarrass Russell any more; they informed the world that they would give their time to work. The youths sang the song, "One for all and all for one," and from that day had nothing to say to the girls.

The lads worked as hard at making goals as they formerly worked in wasting their Dad's money. The lads were going to undo all the harm that their remarks and actions had made. They accepted their duties good-naturedly, whether the duties were easy or impossible.

#22 (Continued)

After much work, with many a busy morning and evening, these lads, once Russell's inferiors, were soon as good as he was in the game of football. One day, the lads were as famous as Russell. Then the girls were impressed, particularly by the emblems the lads had won for their deeds in football. They yearned to be back with these lads and even begged them to sing to them. The lads were not angry and, after all, "all is well that ends well!!"

#23 GREECE

Thousands of years have gone by since Greece was considered a world power. Many have inquired why it was that these Greeks could make such a mark on the world that we still remember and honor them. The man who studies Greek history might inquire into the doings of these Greeks and find out why and how they got their power. Perhaps I should point out that this inquiry might easily take a lifetime.

While we know something of the doings of the Greeks, I need not point out that much truth about these people has yet to be brought to light. Often people find many objects, after digging for quite a long time, that tell a little of the early life of the Greeks. They find coins and pins made from fine metal wire as well as many kinds of jewelry. For thousands of years these things might have been under the earth, side by side, and what a thrill it is to find these things.

While we are not able to say very much about Greek history, we know that Troy was an important city. Outside of the city of Troy, there were many miles of high walls. Every night the Greek would retire behind these miles of walls. A number of men were appointed to be outside the wall each night to watch for the enemy.

History inquires into many things. History tries to find out why Athens was a city of thinkers and people with great regard for the rights of others, while the people from other parts of Greece were fighters. History tries to find out why our thought today does not seem to be quite as high as the thinking of the Greeks. The Greeks ate lightly. One would think that so strong a race would require much food of the right kind to keep healthy. Their chief food was black soup.

Greece gave to the world a long line of great men. One great man to whom any good Greek will point is Socrates. He was always trying to find that which was right and good. He believed that a spirit was behind him that pointed out what he should do and how he should do it. He loved knowledge and asked about the use of almost everything he saw.

#23 (Continued)

The Greeks were quite happy when at play. The Greeks were famous for their games. The victors in the games did not receive money but were given an olive wreath, which was lightly placed on their heads. The victors were honored and thousands of people cheered from every side of the arena as they passed. The great writers of the day would write poems about the victors and many of the lines they wrote are quite well known to the school today.

The plays of Greece were also famous. Thousands of people would come from miles and miles, and stay in line, one behind the other, while waiting their chance to get into the theater. The plays were given nightly. The players wore light masks that were tied on with strong wire. The chorus that would sing at the beginning and at the end of the plays were required to be behind the scenes.

The Greeks gave a prize to the man writing a good drama. The Greeks worked hard to win these prizes. When a drama was produced by the players, the writer would look on and help as much as he could. Many fine plays that these Greeks wrote are still given in our theaters today. I know you would enjoy seeing these plays as much as the Greeks did when the plays were first put on.

#24 NORWAY (545 Words)

In Norway, the sun stays up until ten every night during the summer. It is no presumption to say that you could easily read a book on the porch of your bungalow up to that time. As you get near the Artic region, the sun stays up all night. A part of the sun may be seen all the time. This would be a funny thing to see and it would be fun to live in such a country in the summer.

Big cakes of ice float about in the sea. These cakes are so big that they could easily crush a ship and drown everyone on that ship. Tons and tons of ice lie about in big chunks. You can judge from this that it is hard to explore these regions and I assume you have heard of the many deaths that have been announced.

Many people come to visit this region during the summer. They bring their trunks and stay to enjoy fishing for brown trout, as they listen to the rush of water in the icy streams.

There is a touch of magic about the whole country. A man can drown his sorrows looking at the huge trees that will some day be cut down and made into lumber. Norway consumes very little lumber and it is safe to assume that most of it is for outside consumption.

#24 (Continued)

The Vikings add a touch of romance to the history of Norway. They loved to sail the seas in their ships and had no fear of drowning. They went to France, resumed their sailing, and then went to Italy. No one could harm them, or run down their ships. At that time, the Vikings were feared by all the towns that lay by the sea. The Vikings would rush upon the town and steal everything in sight. Great sums of money were brought back to Norway.

History tells us that their ships touched the shores of this country in the year 1000. We assume that they made many trips but we have no record to which we can refer.

Along the shores of the sea we find many fishing and lumbering towns. Millions of fish are caught and consumed by the people of Norway. Every summer the men rush out and catch millions of herrings. These fish are salted and dried in the sun. Some are served fresh at luncheon. These fish are also shipped to France and other countries for consumption.

The visitor in Norway can have a good deal of fun. A person can go skating or skiing at almost any hour of the day. It is nothing to run from one town to another on skates. If you have a gun, you can go up among the pine trees and catch some game for luncheon. Some hearty folks even go swimming but they rush from the water soon after they jump in. After a swim, the people resume their work, if they have not caught pneumonia!

The ruler of Norway wears a crown. We can assume that the people of Norway live a quiet life and do not try to put aside their king.

In the summer, you may see the hay drying in the valley. There is a good deal of rushing to get the hay in on time.

As I said, there is a touch of romance about the whole country. When the summer is gone, you will not like to pack your trunk and go home. You will feel that your vacation and fun have only begun. But the boat will not wait, though, and you must say good-bye to the country in which the midnight sun hangs over the sky.

#25 PRAIRIE SOD MANSIONS

There is no question that there are not many people today who care to hear very much about the log cabin and who remember enough about it. The stories about the log cabin, and the important part it played in the history of our government, are little known to a number of people.

#25 (Continued)

The men who made their homes where there were trees growing had merely to chop the trees and carry them to a spot that could easily be cleared. They did not have to go far for such a spot.

The men who made their homes in the prairies did not have such an easy time. The first settler who was forced to put up a sod home was looked upon as a real hero. After leaving everything in the east that was near and dear and tramping over the great open spaces, he was in a sad position. As he looked over his claim, he did not see a tree. When he left the east he did not expect to see many trees but he thought surely that there would be a number of trees from which he could make a place in which to live. The early settler could not purchase enought food such as bread, meat, and sugar even though he was willing to pay the charge for them, as such food was hard to get.

As he could not make a log cabin and the government could do little for him, his first thought was that he would live in a cave. After thinking the matter over fully, he changed his opinion. After looking at the sod for a time, the early settler, showing clearly that there was no question about his skill, set to work making a home from the sod. It was clear to the settler that he needed only one acre for his home and so with the aid of a team of horses he easily got this acre into good shape. He took especial pains with this acre as he would surely be forced to live on it for many days. He was sure he could carry the work to completion without taking too much time.

He took a sharp spade and with care chopped the sod into small sections. As he was putting these sections into position, he remembered that he needed more tools, but as he could not purchase them, he did without them.

As usual, his first thoughts were on an easy method to heat the place when the snow fell. It was rather dark but he could not expect to have everything. His next task was to get his home full of hay that would come in handy for heating purposes. He did not have to purchase the hay--there was no charge for it!

After his home was completed, the settler's days were full. He was very busy preparing for the next season. The settler was alone except for his little prairie dog who was always with him. The dog would carry his stick but he would always remember to give it back after the two were through strolling. The little dog and the settler often saw a number of rabbits and more than once had a feast on a rabbit who did not look where he was going. Most of the rabbits, though, were sure-footed and hopped about rapidly, especially when they saw the settler and his dog.

#25 (Continued)

As the settler had a number of positions to fill, such as cook, maid, and cleaner, he arose very early in the morning. When he got up he could still see the stars, rapidly fading from the heaven.

#26 A TOY STORE (560 Words)

Now that the holidays are near, many people start to think of the toys they will get for boys and girls. Our store has a whole floor for toys and you can buy things that we know your boy or girl will prize and enjoy playing with.

We have tried to get in a supply of fine toys from all over the world. A few of our cute toys come from Troy and many dolls that are almost human come from China. They cry and make cute noises as though someone were annoying them. The dolls do not weigh more than a few ounces.

You really do not realize what the toy makers can do until you have seen our well-supplied store with all these nice toys. Come in and make your choice now. You will get excited over the toys when you view them.

We have tiny toys from France--toys so tiny that they cause a good deal of eye strain to the human being that tries to put them together.

Our library section, with its many files full of books, is the next place you should visit. In the library, there are books of all types, for both boys and girls. We have added a number of new books for the boy scouts. Few people realize what a fine gift a book makes. I have made a vow to give a few books each year to the boys I know. Come in and browse a bit in our library. There are fine arm chairs in which you can sit and read without the annoyance of people's voices. All we ask is that you try to handle the books with care and not soil them.

We have no books on crime. We know that if boys and girls get the habit now of reading fine books that habit will never die and the children will always see to it that they are supplied with at least a few good books.

Our supply of scout books is complete. We also have here a supply of scout uniforms. A boy should have a scout uniform when he and his scout friends make a camp fire.

In another unit of our store, we have a toy theater. The puppets talk in a high voice and the children get excited. You should see their faces shine and you should hear the showers of applause. We have a white cow that goes over the moon. One boy enjoyed watching this white cow so much that he cried when he was forced to leave. Some children come twice and even three times and we almost have to drive them from the store.

#26 (Continued)

We have almost every game of which the human brain can think. There is no question you can make a fine choice. Few stores have so much to show you. You will enjoy the friendly confusion and the eager, excited faces of our small friends.

Every day at four in the dining room, we have ice cream for the children.

Let me guide you through our store. Only in that way will you realize what a fine choice you can make.

Toys were meant not only for children but for grownups as well. A man should always have time to play. The harder a man works, the more time he should take for play. A fine pastime for the business man is ice skating. After a hard day's work at the office, there is nothing more satisfying than to pick up your skates and glide over the smooth ice of some adjoining lake.

Our store has given a whole floor to skates. You will be able to get a pair of skates that will fit you perfectly. We know our skates will help you enjoy to the fullest your days of skating on the frozen lake. Skates also make a fine birthday gift.

WORK SHEET 8

7. (Continued)

j. Type one (1) of the following manuscripts in correct form.

#27, THE HERMIT, page 46 + 47
#28, THE LITTLE PIN, page 47 + 48

k. Type one (1) of the following manuscripts in correct form.

#29, MONEY, page 48 + 49
#30, HOBBIES, page 50 + 51

l. Type one (1) of the following manuscripts in correct form.

#31, A FAIRY TALE, page 51 + 52
#32, TAXES, page 52, 53 + 54

m. Type the following manuscript in correct form.

#33, THE MAN ON HORSEBACK, page 54 + 55

Proofread the four (4) manuscripts. Each page containing more than three (3) errors must be retyped until they have 3 errors or fewer. If the manuscripts have been typed with 3 errors or fewer per page, take your work for this WORK SHEET to your teacher. Together you will discuss your work on this unit.

#27 THE HERMIT (568 Words)

Jack is a hermit. He has no family and lives in a lonely cave. He seeks the company of no man or woman, but goes calmly about his work. A visitor would see him early in the morning, with a thin robe thrown about his back, seeking both herbs and flowers. You can see that he loves the black earth and the odor of growing things.

He lives at peace with all living things and plans only good for his fellow men. The folks show their affection for him by getting him fresh milk, although they cannot spare very much. They place the milk before his cave door. The hermit's conscience compels him to give back these tokens of affection.

He goes about his work slowly but he is on the job every day. Because of his great age, you would think that he would be ill, but he never misses a day.

Jack would not kill any living thing. For months he lives only on berries. He eats no meat. He would never kill the rabbit that lives in the grass near his cave. The sparrow need not leave hastily after taking a bit of bread, as the hermit barely notices when the rabbit or sparrow makes a call. In the cave everything is almost in darkness. As the visitor becomes more at home, he sees the cot and the bench with pots and pans on the floor. There is hardly more in the cave than one chair and one cot. A heavy smoke floats to the ceiling where you see neat rows of herbs. There is an odor of herbs in the cave. It is a clean odor. Jack confessed that he generally studied about herbs in his spare time. He knows everything about them.

All the people in the country steadily come to see him about their ills and he helps them all, but they have very little money. His consolation is that he made them happy by his good deed.

One chilly evening Jack was sitting in his cave, stirring his pots of herbs and having a little tea. It was fairly early in the evening. Then he heard screams. He could readily hear the screaming, even over the roar of the gale. Only a step or so from his cave lay a man. He was bleeding from gashes made by a lance. His horse fell and his left leg was broken. The hermit was very hardy, and it was no trick for him to get the man into the cave. The hermit could see plainly that the man was wealthy.

After almost a month had passed, the hermit saw that the fever was gone and that he was gaining steadily. His leg and arm were bound. He was pale and shaky after the fever. He was very thirsty and wanted something to eat. He was soon able to talk and tell the hermit what had taken place.

#27 (Continued)

"I started from Italy with many goods of real value. I was on the frozen road for many days. I was very thirsty and wanted something to eat and place to sleep, but there was no inn. Then some fierce men leaped from the dark road and knocked me from my horse. That was when my leg was broken. They stripped me of all my money."

A little time after the wealthy man heard of the hermit's death. It made him very sad. He went back over the same road to the cave, thinking it would help him make a plan. He noticed that all the folks were sad. There was no more good hermit to help the sick. They missed the aged man, tottering about with all his herbs.

#28 THE LITTLE PIN (587 Words)

"I would not steal a little pin" is a saying that has little meaning for the people of the present day, as any woman would give you a pin if you desired it. Almost anyone would give you a pin.

I need not inform you that pins fill many needs. They are easy to get, but we could not live without them. Pins range from big heavy safety pins to the little steel pins that may be seen in a lady's dresser. Many is the hem that was fixed with the aid of a pin. Pins are good helpers.

I should like to tell you the tale of a steel pin from the time it was placed in a neat little paper at the factory until this day. This pin and the other pins in the same paper had a merry time from the day they left the factory. This is the tale of our little pin as it was given to me:

"One day a lady came for me and the other pins in the same paper with me. She put me in a tray at her place of business. I was taken from my pals in the paper. Here my labors began, pinning hems and helping this woman make many changes in pretty dresses. When I finished my labors for the day, I was put back in the tray until I was needed again. I liked this very much but, like every other good thing, this soon came to an end. One day I was left sticking in the sleeve of a silk dress.

"Since the woman did not see me when she fitted the dress, I, too, had to go to the dance. As she got her wrap and was going to leave the scene of the dance, I fell from the dress and lay in a dark crack into which I slipped. After many days, a lad came by. Seeing me, he put me into the edge of his jacket. Again I was about to live and work, but what varied tasks were given me. I was made to stick into desks and into people as they sat at them; I was placed at the end of a big stick with a piece of paper spinning in the air; I was put into places that I did not like.

#28 (Continued)

"After a month of this work I was getting eager to slip from this lad's grasp and go with other people to other sections of the country and even to other nations.

"Everything comes in time, and my chance soon came. I fell from the grasp of the lad into a dark alley where I feared I should never be seen again, as I was far from any public place. But another woman, visiting with a neighbor over the fence, stepped in the path where I lay and, catching a glimpse of me, raised me from the earth and placed me in her dresser. This dresser was like the one where I lived many happy months when I first left my pals that came with me from the factory.

"This lady liked to go in airplanes. One day her airplane fell to earth. She was saved by a man that would not give his name, but I remained in the plane.

"Then began days of action, days of thrills and many risks. I missed death at times by less than a hair's breath.

"I needed a change. I craved nothing more than release from my work for a little time. One morning I slipped under a heap of papers that were being taken into the cellar. I have been in the cellar for some days. Soon I will be ready to go back to the task of living again."

As the tale ended, I said: "The time has come, little pin, to let you go back." I put the pin in the lapel of my jacket The time will come when I shall give this little pin another chance to get before the public again.

#29 MONEY (611 Words)

We shall now consider money in its various shapes and forms. We shall consider it all the way from its early stages right up to our present dollar. Please remember that money played as important a part in the history of human progress as music or art. The men who saw the various advantages of money and created a means with which people had an opportunity to buy and sell were gifted with genius. Today we have an ideal means in the form of the dollar.

Prior to the use of the dollar, men used strange objects as money. I wonder what the mail man would say today if we were to enclose those same objects in our letters when paying a debt. He would have tedious tasks before him, carrying his heavy bag up the avenue and delivering the mail to the various addresses. Wouldn't it be amusing to open our morning mail and find a lion's skin as payment for a piano. As the lion's skin lay stretched out across our desk, we would most likely lose five years' growth.

#29 (Continued)

Throughout the ages, money has had an opportunity to play a great part. Prior to the creation of money, people had strange ideas and theories about value. They felt that coins had no particular value, and they gave them no respect and placed no trust in them.

Today we have new theories about money. We have made arrangements to reduce the weight of the various objects that we use as money. Throughout the business world, people take advantage of checks and other papers that have been created for business men. A business man would not put coins or other forms of cash in a letter. He would sign his name to a check, put it in an addressed letter and mail it. If the check is lost, he quietly makes another one. We think nothing now of sending huge sums of money via the mails. The check is a sign of the great progress man had made. The science of money has been studied by many great men.

One advantage of using precious metal as money is that it is hard to get. If, through some wonder of science, the objects that represent our money should become easy to get, then we should have to change to something else to represent money. Men have tried for years to arrange some way by which they could create precious metals. It is a tedious job, but men with a mania for precious metals have put in renewed effort along these lines.

Please do not consider money as wealth. You may have wealth in the form of cattle, horses, and other objects. Money alone has no value if there is no opportunity to use it. We have no respect for the miser who is always on a diet in order to save dollars.

In the days of the Greeks, when metal was used for money, it was necessary to arrange to carry huge money chests from place to place, as there were no checks to take care of this tedious task. Robbers would often stay in the woods and steal these chests from the coaches as they went across the country. Thousands of dollars in precious metals, enclosed in strong chests, were stolen in this way. There were many riots throughout the country when these stage coaches carried precious metals.

In early times governments had to deal with people who made money by various means. Some men would clip off bits from the coins. Others would put the coins in a sack and shake the coins. Then they would pick up the chips and make them into new coins. The government soon put an end to this.

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#30 HOBBIES (623 Words)

Everyone believes, in general, that games and hobbies are a needed change from any job, and are an aid to the system. Work so-called, is something that must be achieved during the course of a stated time. It is something that one is called upon to undertake because he is ordered to. Often the same thing is brought about because one wanted and chose to undertake it without orders, and so it is fascinating play. So, the little girl taught to sew well, as a general matter, pauses when shown a little hole that must be mended, but will sew for her doll for several hours of a morning with gladness. Bringing coal from the cellar for the stove is a task for a lad I know, but upon being told that it has snowed during his sleep, he, like a score that you may recall, will be glad to haul snow all day for a snow man.

It is the same when playing games. It would be a bore to be ordered to some spot and back again a score of times, but call it a "crow race," and the whole situation takes on another tone. A fellow would go to the grocery without too many pauses and think he were a hero because he went without growing, but would be glad to cross the whole country in the hope of getting a lark with his bow and arrow.

The grown lad plays on several ball teams. If called upon for that much time for work, he would think he should receive money and would be very much fatigued at the end of the day, but he comes home from the ball game in a happy state, recalling the applause he received in the course of the play. The busy business man, told by his doctor to get more fresh air, would not think of leaving his auto at home more often and walking several blocks to his work. No, he would order his auto, and be driven to the golf green. After receiving his sticks from his chauffeur and placing them in the hands of a caddy, he would go upon the golf course, happy in the belief that this was obeying the doctor who gave the orders.

The role of hero is one that all are glad to be called upon to play, and the tall college basketball player receives great applause, and this applause is something that is wanted by many people.

When people are grown, they often call their play "hobbies." So some girls are glad that it is possible to stay at home during the dark days of this season and they have dancing as their hobby. Others can see no possible purpose in this. Some like the opera and could listen to the solos of the soprano several hours.

When the air is soft and calls people from their homes, the general desire is for the country. Some feel that they must take their rod and reel and fish from the shore of some lake. One man I know stated that he went on his holidays to a place where he got arrow heads and he told me that it was his belief that this was a great hobby.

#30 (Continued)

The camera is the hobby of many people. Everyone owns at least a box camera which he can put in his coat pocket and place on a fence when a trophy is sought. A person with this hobby, in general, will attack the enemy almost without notice, on the lawn at home, in the meadows, or in the grove. Everyone is his game and it is folly to dodge him as he pokes his camera at the enemy and closes it upon him.

It is all the same, no matter what the situation, with the doctor or baker, girl or woman, lad or man, all must have some portion of play mixed with their work to help their souls to be glad and to cause them to laugh and to overcome the ordered tasks of the day.

#31 A FAIRY TALE

There is a fairy tale about a man with one maid marrying a lady with two maids. The two were far from pretty but had dresses of velvet and silk with rich laces and had many chances to go to parties. The other maid was never in the lady's favor and because of that she never had a silk dress and pretty slippers to go with it. For this cause, too, she was always busy cleaning plates in the kitchen and working at tasks for the two other maids. She was pretty, but even in her ragged dresses she was much prettier than the others.

One evening when the other maids were having a good time at the prince's dance, which he was in the habit of having at his palace, she finished the dishes and then sat dreaming and thinking. After the lapse of a little time, a fairy came to visit her. The fairy had made an analysis of what was causing her to be sad, and had a secret scheme to get some chances for the little lady to take part in the dances.

First the fairy had the maid get everything she needed, and then she cast a spell and made immense changes in each thing by passing her stick over it. After this, there was never a trace of the rags left. In their place there was a dress of velvet and other goods with sleeves of lace and slippers of glass. There were little pages to help her with her train and some prancing steeds because she was to be driven to the dance which the prince was having at his palace far from the city. At least, she was going places this evening!

But before she left, the fairy said that she must leave the dance at a set hour, if she were to get back in safety. That evening, against her desires because she was having a thoroughly good time, she left the party at the set hour and was back before

#31 (Continued)

the other maids came. As she sat listening to their tales of the fascinating lady that had won the favor of the prince, she was thinking of her part but she never said a thing about her having been that lady.

Again this same fairy came and made the series of changes which meant a chance for the sad one to go as a guest to the dances, but that evening her happiness made the minutes pass in such a hurry that she never had any memory of what the fairy had said about leaving. When the first peal of the bell that says the time of day reached her ears, she left the dance in great haste. In her haste to get to her chamber before the bell ceased, one of her slippers fell and was left at the dance. But she stayed some minutes too late and before she reached her chamber not a scrap of the rich dress was left. She was in rags, and she did not have an thing left but the other glass slipper which had not been left at the dance.

The prince had met her the first evening and had some dances with her each time she was there. Because she was his favorite guest, he missed her after she left. With the glass slipper as a basis, he set about to trace her by having a thorough canvass of the city made. The prince made it his business to have some of his men publish his plan to marry the one that the slipper would fit.

When one man came to their part of the city, the two maids had chances to have the glass slipper fit, but in vain. When the lady in rags said she would like a chance, they laughed at her. Against their desires, the man fitted the slipper. The slipper was a good fit for her, and under her lashes she cast a glance at their faces when she put before them the one to match it. That was a help in settling the matter and her part in it.

By some mystery, the fairy came at that very minute and with fast passes of her stick she again made changes in the dress of the maid before their very faces.

The fairy tale ends with the man taking the pretty lady to the palace where the prince married her. You may have three guesses as to which lady this tale has been talking about.

#32 TAXES (681 Words)

The raising of money with which to pay debts and finance the public business is always an immense task for the members of the Senate and the members of the other national chamber. The tax system of the country is always changing because each time there is an election there are changes in the members of these chambers.

#32 (Continued)

These men have given much time to the study and analysis of the tax system because during their campaigns for election they have said much about the present taxes and have mentioned what should be changed. When these men begin their work, changes in the tax plans will be made; hence the people should listen when these men say anything about taxes.

People pay taxes in this country. The nation taxes any money that people may make. The rate is fixed by the men in the basis for taxes. Men with much money can pay more than those having a little salary.

All men pay some taxes. The rich man and the laboring man are treated the same. Each plays his part in giving money for the welfare of the nation.

There is another thing in favor of taxing what a man makes. The tax cannot be shifted to other people. The man making the money must pay the tax. This tax is not like other taxes, because it cannot be shifted. The more money a man makes, the bigger the tax he will have to pay. Laboring men that dig ditches need not pay this tax because they get less than the minimum that is taxed.

There is also a tax when gifts are given and when money is left to the heirs of very rich people. These taxes raise much money from people that can pay and will not miss what they pay.

The tariff is another Federal tax. This tax is for goods shipped into this country. The rates vary because it is desired to give people in this country a chance to sell goods that may be made for less in other countries. This tax is shifted to others. The man paying the tax adds it to what you pay for his goods.

When people come back here from trips to neighboring countries and countries over seas, they have dresses, hats and presents with them. They must pay a duty tax if they have more than the maximum. Many have evaded paying this tax.

Some goods are taxed in this country, too. The people making these goods pay the tax by paying cash and getting a stamp for it. They must stick a stamp over the wrapping of each piece of goods they sell. This tax is another that can be shifted from the maker of the goods to the people that get them.

There are also many other taxes in the Federal system that have been added when more money was needed because of some great undertaking. A tax for tickets gets much money from people that can pay it without feeling it too much. This tax adds to what they pay for having a good time. Still, they should not have to pay such a tax.

#32 (Continued)

A gasoline tax soon seems very heavy to the man with a machine. He feels that he is paying more than he should.

Our country has reached a stage where some other taxes may be needed to help pay back all the money the nation is giving for the relief of those that have not had work for many months. The next tax plan may be passed very soon. Other taxes may be added to those the people are paying today. Many business men favor a retail sales tax to be levied against goods that the business men sell. This could be shifted by them to the people getting the goods.

Everything which has been said about taxes here may be changed by the time you are ready to help in the selection of the men changing our taxes. You must study about them all the time by reading the books and the papers telling of the changes that are being made from month to month. Then you can place a mark against the name of the man that is in favor of the tax plan that appeals to you.

#33 THE MAN ON HORSEBACK

How was it that a little person like Napoleon, brought up on a tiny island off the coast of Italy, could excel every one else and direct the affairs of nations? There were five sons in Napoleon's family but there is no proof that any of the other sons met with any particular success in life. We are satisfied that while Napoleon was Emperor his treatment of his family was excellent. He gave them many appointments, if we are to believe the statements that occur in his correspondence.

Napoleon's family had little money and it was a serious problem for his folks to send him to school. We regret that Napoleon's life at school was far from a happy one. According to reports, the boys were cruel in their treatment of Napoleon and he could not stop them. He was a haughty lad and was confident he could be a success even though he possessed a bad impression of most of the boys in the school. Napoleon probably got the most enjoyment out of reading about Julius Caesar.

He loved history and science and got amusement and excitement by organizing plans with toy soldiers. People were in agreement that he did not have any love for the finer things of life but he did try to write a book once. Though it was considered satisfactory, it was by no means a work that a person would read from cover to cover. I am confident, though that one can get an excellent knowledge about Napoleon as a person by reading this book.

#33 (Continued)

As a young man, his manners were bad and often were the cause for serious thought on the part of his folks. He was eager to solve any and all problems and he asked many questions even though some were cause for amusement. His clothing, except for a new hat that he bought, was badly mended and the boy had to cover a hole in his shoe with a regular piece of paper.

When he was wealthy and success had knocked at his door, he stopped at nothing to satisfy his desire for fine garments. A shipment of fifty new suits which he picked out personally was quite a usual occurrence, according to his friends.

As a youth, he received a small appointment in the army and the confidence with which he took the appointment was proof that he was eager to see action. He was far from satisfied with his lot, as he did not care to obey orders and take directions. He was far from a perfect soldier and over-stayed his leave many times.

An excellent opportunity came to Napoleon one day and he took advantage of it. The French Directory remembered his fine work and called him to France to stop the enemy when the Directory was being seriously attacked. Napoleon was made leader of the army in Italy. He immediately started organizing the troops and did not stop until he was satisfied that they were in perfect order.

The manner in which Napoleon escaped harm was remarkable. He was probably in the open, more than any of his soldiers yet, except for a few scratches, he was never hit by a shell.

Napoleon said he was confident he would never get trapped in Russia, but Russia was the beginning of his undoing. He followed the enemy, which kept falling back before him. The enemy then set fire to its cities so that there was no food for Napoleon's army. It was a sad army that came back to France.

Later he went to Elba, and then to Waterloo. Those were cruel years for the former Emperor. His jailer watched him closely. Napoleon was a sick man and he tried to pass the hours away by writing about his experiences. In 1821, he died and was buried under a willow tree near his prison home. The grave was soon covered with weeds because of lack of care.